

Windham Maine PTA Grant Application Guidelines

Grant Proposals will be accepted, evaluated, and awarded monthly. However, we understand that ideas can come at any time and we encourage faculty to work with PTA Executive Committee members on new ideas for additional consideration as part of an on-going process of support for our teachers, staff, and students, especially if additional PTA money is approved and available.

Windham Maine PTA Funding

- The program's funding is raised by the Windham community through a variety of efforts and PTA fundraising.
- The Grants program reflects the PTA's continuing commitment to supporting the rich and varied learning environments within Windham Schools. Through this program the PTA hopes to support as many exciting projects as possible to benefit as many Windham School students as possible.

Windham Maine Grant Committee

- The Windham Maine PTA Grants Committee is composed of the Windham Maine PTA Executive Officers (President, Vice President, Secretary and Treasurer) and current year PTA members.

Purpose of the Grant Program

- To benefit as many students as possible
- Grants will be awarded for projects or activities that enhance student learning, improve the learning environment, and/or support an existing academic program.
- To provide funding to enrich and enhance the basic curriculum and students' educational experiences, to support teachers and staff in their creative and innovative thinking in enhancing classroom experiences and in their professional development as educators, and to provide a critical link between the PTA and school staff.

Who May Apply

- Any individual member or team of educators and/or staff that have a current, paid membership to the Windham Maine PTA may apply.
- Members may submit more than one application, however members may only receive one grant for the 2023-2024 school year.
- Please note you must be a member for 30 days before submitting a grant request and you are required to present your grant request to the committee.

Grant Criteria

Several points should be considered when applying for this grant.

1. Individual classroom grant requests should not exceed \$300. (One per classroom)
2. Team grant requests should not exceed \$600. (One per team)
3. Club grant requests should not exceed \$100. (One per club)
4. Your expenses may be more, however the grant will only cover up to the allotted amount for that request.
5. Grant funds must be expended during the current school year.

6. Proposals that **directly benefit students and their educational experiences** are encouraged.
7. The Windham Maine PTA would like to award grants that promote a balance in distribution of funds and in support of projects throughout the school and benefiting as many students as possible.
8. Proposals that benefit students in multiple classrooms or students in one or more classrooms across the academic years are considered favorably. However, we respect that **some proposals may impact the least amount of students but in the biggest of ways** as these proposals may serve to provide a smaller number of students a more equitable educational experience with their school peers.
9. We encourage teachers and staff to **work collaboratively** with their colleagues in developing proposals to meet multiple, congruent, or overlapping needs of students.
10. We encourage teachers to develop proposals that are ***in line with school and PTA goals***. For that reason, **proposals will initially be discussed with the school Principal for appropriateness of the request**, in light of overall school goals and plans, and whether other monies are available from other sources, such as requesting that fees be collected from parents, etc. **Proposals will then be considered by the Windham Maine PTA for final approval.**

Grant Terms and Conditions

- Grants cannot be used to pay wages.
- Grant funding must be used within the current school year.
- Grant funds will only be reimbursed or issued directly to the vendor.
- Requests must be reviewed by building administration to ensure that the funding isn't available in the current district budget.
- Requesting Member(s) must present their grant request to the grant committee in order to be considered.
- Grant recipients will be required to submit a copy of any receipts for reimbursement to show proof of expenses incurred.
- Requests for direct vendor payment(s) should be arranged with the Windham Maine PTA Treasurer (treasurer@windhammainepta.org).
- Requests for reimbursement can be found in the PTA Grant section of the Windham Maine PTA website.
- Reimbursement request, with supporting receipts, must be received within 30 days of grant award, and all reimbursement checks must be cashed within 30 days of receipt.
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- All items purchased through Windham Maine PTA grants become property of Windham Schools, not the grant recipient.
- These grants are not Windham School monies and therefore you have some freedom of choice with which vendors you choose.
 - We encourage grant recipients, when applicable, to look for ways to double benefit the school, by making purchases through stores and vendors that benefit Windham Schools and/or the Windham Maine PTA (from which Windham Schools receives fundraising money), such as buying classroom books during the book fairs or through Scholastic book drives.

Grant Application Submission

- Grant applications must be submitted through our 'Grants' link on our website. www.windhammainepta.org/grants.

By accepting this award, the Grant recipient agrees to the following:

1. Grant money will be used solely for the intended purpose outlined in the grant application prior to the end of the current school year;
2. Grantee will provide copies of receipts for all expenditures funded by the Grant and incurred during the grant period. In the case that no receipts are available, a signed statement will be required outlining the breakdown of expenses and how the money was used; and
3. Grantee will return any unexpended portions of the Grant to the Windham Maine PTA before the end of the academic year in which the grant was distributed.
4. Grantee will inform school administrators about the reward and have it shared in the school newsletter.
5. Grantee will submit a brief report (1 page maximum) of their project or activity, and provide photographs or other information, if applicable, to highlight the benefit of receiving the grant.

** Approved August 16, 2023*